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Contract N47408-00-D-8113
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SECTION C Descriptions and Specifications

STATEMENT OF WORK FOR ENVIRONMENTAL ENGINEERING AND ANALYTICAL SERVICES

1. SCOPE

1.1 Background. This Statement of Work (SOW) covers engineering services to support the Naval Facilities Engineering Command (NAVFAC) Headquarters, Environmental Program Office. This support encompasses environmental engineering and analytical support, including but not limited to, environmental surveys, data collection, evaluation and analysis, and training for a variety of multi-media environmental topics. The contractor shall be responsible for the acquisition of all necessary supplies and services required for the successful accomplishment of tasks, product deliverables and milestones covering work as generally described in this SOW.

1.2 Introduction. The work required under this SOW will cover multi-media environmental topics. Knowledge of federal, state, Department of Defense and other federal agencies' environmental laws and practices is required. Topics include, but are not limited to: Clean Water Act (CWA), Clean Air Act (CAA), Hazardous Materials and Waste (HW/HW), Polychlorinated Biphenyl (PCB), Underground Storage Tanks (UST), Lead and Asbestos Abatement, Spill Contingency Planning (SCP), Solid Waste Disposal Act (SWDA), Toxic Substances Control Act (TSCA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Sikes Act/National Environmental Protection Act (NEPA), Endangered Species Act, Coastal Zone Management Act, Marine Mammal Protection Act, including current and emerging DOD directives, instructions, and executive orders such as, Coral Reef Protection and Alien Species, and etc.

2. REQUIREMENTS

2.1 Task Orders. Specific tasks will be authorized individual task orders (T.O.s), which shall include any one or combination of the following tasks:

2.1.1 Evaluate and provide reports on emerging and innovative technologies such as demonstrated in the Navy Environmental Leadership Program (NELP), Strategic Environmental Research & Development Program (SERDP), and Environmental Security Technology Certification Program (ESTCP).

2.1.2 Collect, assemble, analyze program data and provide narrative and data reports relative the Navy's environmental programs, including but not limited to Research and Development, Installation Restoration cleanup, Compliance, Conservation, Pollution Prevention, Natural Resources, Hazardous Material Afloat and environmental aspects of Base Realignment and Closure.

2.1.3 Review, compare, and provide report on inventory of environmental cost estimating models in use by Navy and other federal agencies.

2.1.4 Develop standardized environmental cost estimating models, e.g. for IR projects, Compliance, and other environmental concerns.

2.1.5 Evaluate environmental program support documents and prepare reports including visual aids for briefings.

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2.1.6 Compile and prepare site and achievement reports on progress of Navy cleanup, compliance, conservation, natural resources and pollution prevention.

2.1.7 Research, obtain documents, provide briefings, on environmental regulations affecting Navy operations – e.g. U.S. Environmental Protection Agency (EPA), state, local and foreign government regulations.

2.1.8 Provide finished professional quality manuscripts, documents, publications, briefing charts, slides, and other visual aids from data provided by the Government to support Navy environmental programs.

2.1.9 Provide technical expertise to develop and teach classes, arrange for facilities and coordinate environmental program related training.

2.1.10 Provide technical and logistical support to organize, facilitate, arrange, and conduct meetings for environmental conferences.

2.1.11 Provide software programming support for improving data base management, electronic business tools and reporting formats.

2.1.12 Provide information management support for improving communication across electronic media including local area networks, internet, DON intranet, web sites, and Video Teleconference.

2.2 Deliverables. Each T.O. shall define specific deliverables for their respective tasks. In general, deliverables shall be in the form of reports, databases, computations with backup information, visual aids, and meeting minutes. Deliverables shall be in hard copy and/or electronic form, i.e. 3.5 and compact disks, web pages or other compatible electronic media. Databases and visual aids shall be in the formats and electronic media as required per T.O.

2.3 Delivery Schedules. Delivery schedule including submission of deliverables and milestones shall be defined per T.O. Milestones may be stated in a specific number of days after award of T.O.s or in calendar dates per regulatory requirements per periodic reporting.

2.4 Status Reports. The contractor shall prepare a status report for all T.O.s in accordance with the DD Form 1423 Contract Data Requirements List (CDRL). This is to include a summary of all work performed and any problems encountered during the reporting period and proposed solutions. All correspondence shall be documented including conversations, correspondence sent and received, site visits, meeting minutes, etc. among all participating parties. The status reports shall be delivered every 15th of the month.

2.5 Travel. The contractor shall travel to other Navy, government, and contractor facilities as required in individual T.O.s. The contractor shall attend frequent meetings at the NAVFAC Headquarters, Washington Navy Yard, upon as little as 8 hours advance notice. Reimbursable travel costs are in accordance with the Joint Travel Regulations. The price for travel will be negotiated for individual task orders. Travel and Per Diem will be negotiated in accordance with the Joint Travel Regulation. The contractor shall use discounted airfares to the maximum extent possible. The format for proposing travel under individual task orders is as follows.

Airfare X Number of people

Per Diem (specific destination rate) X Number of days of travel trip X Number of people

Rental Car (specific location rate) X Number of days of travel trip

Other allowable cost associated with the travel trip

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2.6. ODC. The price for ODC will be negotiated for individual task orders. ODC are associated costs required in the direct performance of the functional tasks (CLIN's). Examples of costs are listed, but not limited to, items below.

- Reproduction
- Binders
- Telephone
- Publications
- Specific supplies (identified)
- Postage
- Computer Usage